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1 October 1957

OFFICE OF TRAINING REGULATION NO. 25-4

SUBJECT: TRAINING EVALUATION PROGRAM

1. Purpose

The purpose of the Training Evaluation Program is to assist the Office of Training in meeting its training objectives and responsibilities, by providing systematic and objective information concerning student performance which will facilitate learning, aid in managing the training effort, and contribute to effective personnel management.

2. Nature and Scope

a. The Training Evaluation Program encompasses:

- (1) The determination and specification of training objectives for the schools and courses.
- (2) The evaluation of student performance in relation to the training objectives.
- (3) The continuing study of the effectiveness of the training effort in meeting the training objectives.

b. The Training Evaluation Program is concerned with the application of sound principles of teaching, learning, and measurement in the planning, organization, and presentation of training courses.

c. The Training Evaluation Program is concerned with the training course as an integrated unit.

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NO CHANGE in Class. ☐

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- d The Training Evaluation Program should provide systematic, objective information for:
 - (1) The student, to facilitate learning
 - (2) The chief instructor and the teaching staff, to facilitate teaching, course administration and continuing course planning.
 - (3) The School Chief and the DTR, for purposes of estimating the effectiveness of the training program.
 - (4) The Agency, to aid in placement, career planning, and other personnel management activities.
- e. The Training Evaluation Program is administered by the School Chiefs and Chief Instructors, with technical assistance from the A&E Staff.

3. Responsibilities

- a. The Assessment and Evaluation Staff
 - (1) Assists and advises School Chiefs and Chief Instructors in
 - (a) formulating training objectives for specific courses, and determining what the student must demonstrate to ensure achievement of the objectives.
 - (b) developing the training program in accordance with the training objectives and the learning capabilities of the student groups.

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- (c) developing and administering systematic procedures for measuring and recording student performance, conveying results to the student, the training staff, and the Agency offices concerned.
 - (2) Develops techniques for measuring and recording student performance
 - (3) Establishes standards of effective performance measurement
 - (4) Conducts studies to determine the effectiveness of the measurement procedures and the Training Evaluation Program
 - (5) Disseminates information on student performance (including Training Evaluation Reports) to the Agency offices concerned.
- b. School Chiefs and Chief Instructors
- (1) Implement and administer the Training Evaluation Program within their schools and courses
 - (2) Coordinate with the Assessment and Evaluation Staff in developing procedures for measuring, recording, and reporting student performance
 - (3) Assist and advise the Assessment and Evaluation Staff in formulating studies of program effectiveness.

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